

The Missouri Department of Agriculture



POSTING DATE: January 11, 2016

CLOSING DATE: January 29, 2016

JOB OPPORTUNITY NOTICE **Grain Regulatory Auditor I – Southwest Missouri**

SALARY: STARTING ANNUAL SALARY: \$36,204.00
Full-time, benefited position

The Missouri Department of Agriculture, Division of Grain Inspection and Warehousing, Grain Regulatory Services Program has a full-time position domiciled in or near Vernon, Cedar, Polk, Barton, Dade, Greene, Jasper or Lawrence county Missouri. Statewide travel will be required.

Job Description:

This is technical and public contact work involving the examination of business records and physical inventory of grain businesses to determine compliance with the Missouri Grain Warehouse and/or Grain Dealers Law. This position performs much of his/her work in the offices and operational facilities of grain businesses throughout the state of Missouri. Work includes performing detailed examinations using generally accepted auditing standards and procedures necessary to determine compliance with applicable state and federal statutes. Perform other duties as assigned.

Examples of Work:

Examine grain company business records and facilities, conduct interviews to determine whether a Missouri Grain Warehouse or Grain Dealers license is in compliance with state and federal statutes and regulations.

- Prepare and submit investigations and audit findings using laptop computer and associated software.
- Conduct physical inventories of stored grain(s) which require the ability to adapt to and work in an environment that will periodically include factors such as noise, foul air, grain dust, inclement weather, extreme heights and moving machinery.
- Communicate audit findings with grain company management.
- Confer with grain businesses, accountants and attorneys to explain applicable statutory and administrative regulation provisions.
- Prepare affidavits, serve subpoenas, attend hearings and provide testimony as required in cases involving violations of the law.
- Establish and maintain effective working relationships with other employees, grain businesses, other professionals in the grain trade and the general public.

Minimum Qualifications:

Graduation from an accredited four-year college or university with at least 6 semester hours in accounting or auditing, and coursework in finance, economics, or auditing preferred. Professional or technical experience in accounting, auditing, bookkeeping, business or public administration or in a closely related area may be substituted on a year-for-year basis for any deficiencies in the required education. Applicant must be able to pass an agency administered grain accounting exam. Agricultural experience is desirable.

Application Process:

If interested in applying, submit a completed application, current resume, cover letter and transcripts to the address listed below. Application is available online at <http://mda.mo.gov/hr/jobopps.php>. An application may be requested by contacting Human Resources at the telephone number or e-mail address listed below:

Missouri Department of Agriculture
Attention: HR/Grain Reg Auditor
PO Box 630
Jefferson City, MO 65102-0630

Telephone: (573) 751-1199
TT/TDD: (800) 735-2966
Fax: (573) 522-5692
E-mail: HR@mda.mo.gov

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